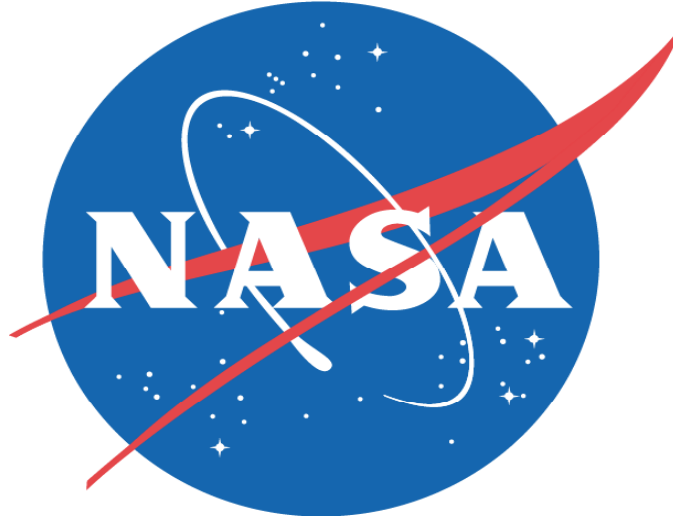


Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of Senior Management Council Meetings



Office of the Associate Deputy Administrator

Office Work Instruction

Management of
Senior Management Council Meetings

Original Approved by: _____
John R. Dailey
Associate Deputy Administrator

Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of Senior Management Council Meetings

DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/17/99	

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1.0 Purpose

The purpose of this procedure is to document the process used by the Office of Associate Deputy Administrator (Code AI) in managing meetings of the NASA Senior Management Council (SMC).

2.0 Scope and Applicability

This Office Work Instruction (OWI) covers the process for scheduling SMC meetings, preparing and approving meeting records, and managing SMC-approved actions.

Although the Associate Deputy Administrator manages SMC meetings, the Office of the Comptroller (Code B) supports the annual SMC meeting which is convened every August as part of the annual NASA budget development process. The Headquarters Correspondence Management Office (HCMO), Code CIC, supports the SMC process by tracking Senior Management Council actions using the Headquarters Action Tracking System (HATS).

This instruction applies to Code AI personnel who support the SMC.

3.0 Definitions

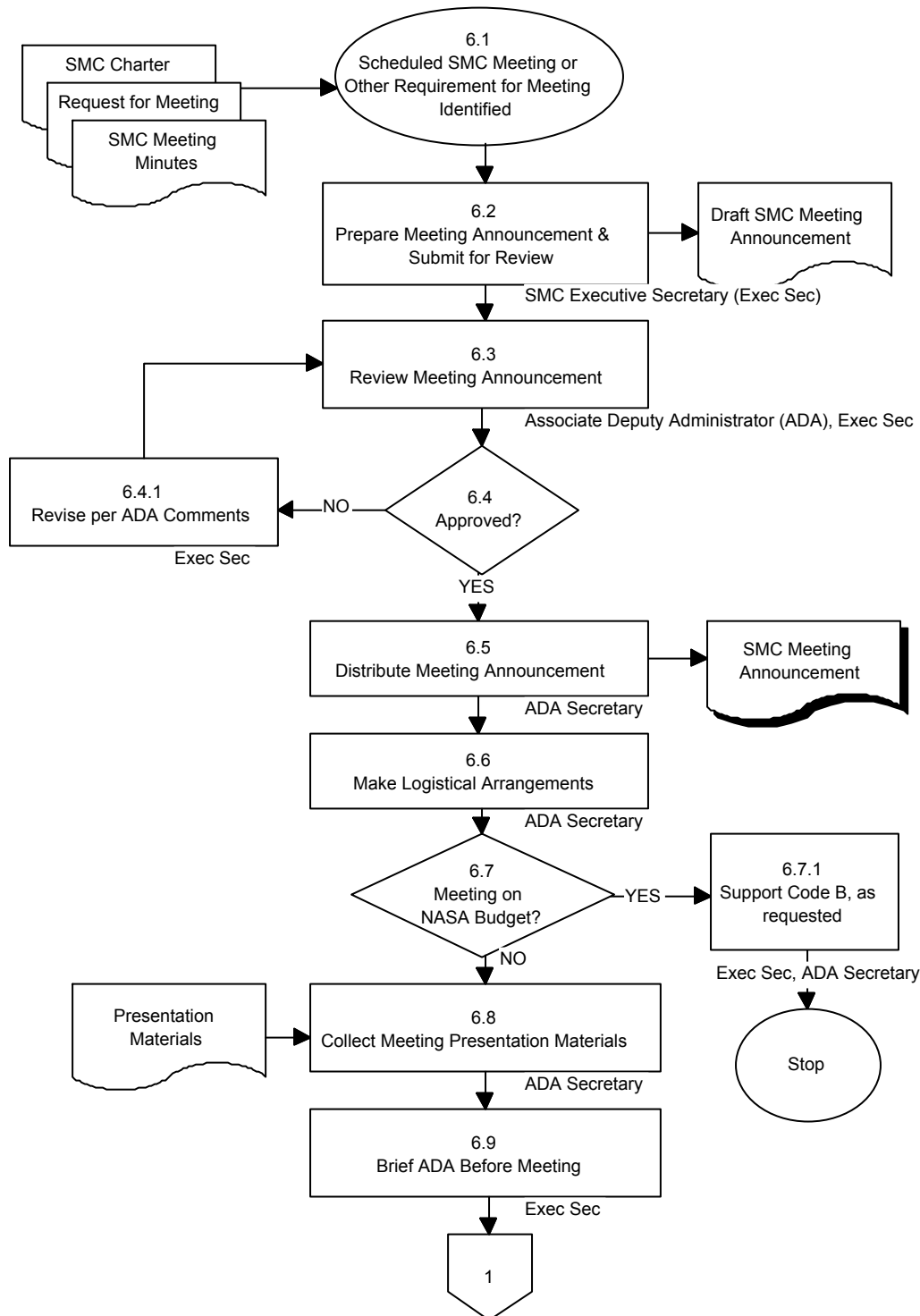
- 3.1 ADA. The Associate Deputy Administrator.
- 3.2 Code AI. The Office of the Associate Deputy Administrator.
- 3.3 Code CIC. The Headquarters Correspondence Management Office (HCMO). Code CIC supports the ADA in managing and controlling SMC actions in HATS.
- 3.4 HATS. Headquarters Action Tracking System. HATS is a database used by Code CIC to manage and control actions, including SMC actions.
- 3.5 SMC. Senior Management Council. The SMC advises the NASA Administrator on the institutional health of NASA and the status of NASA's programs and plans. The SMC Charter is included in NPG 1000.X, The NASA Organization.

4.0 References

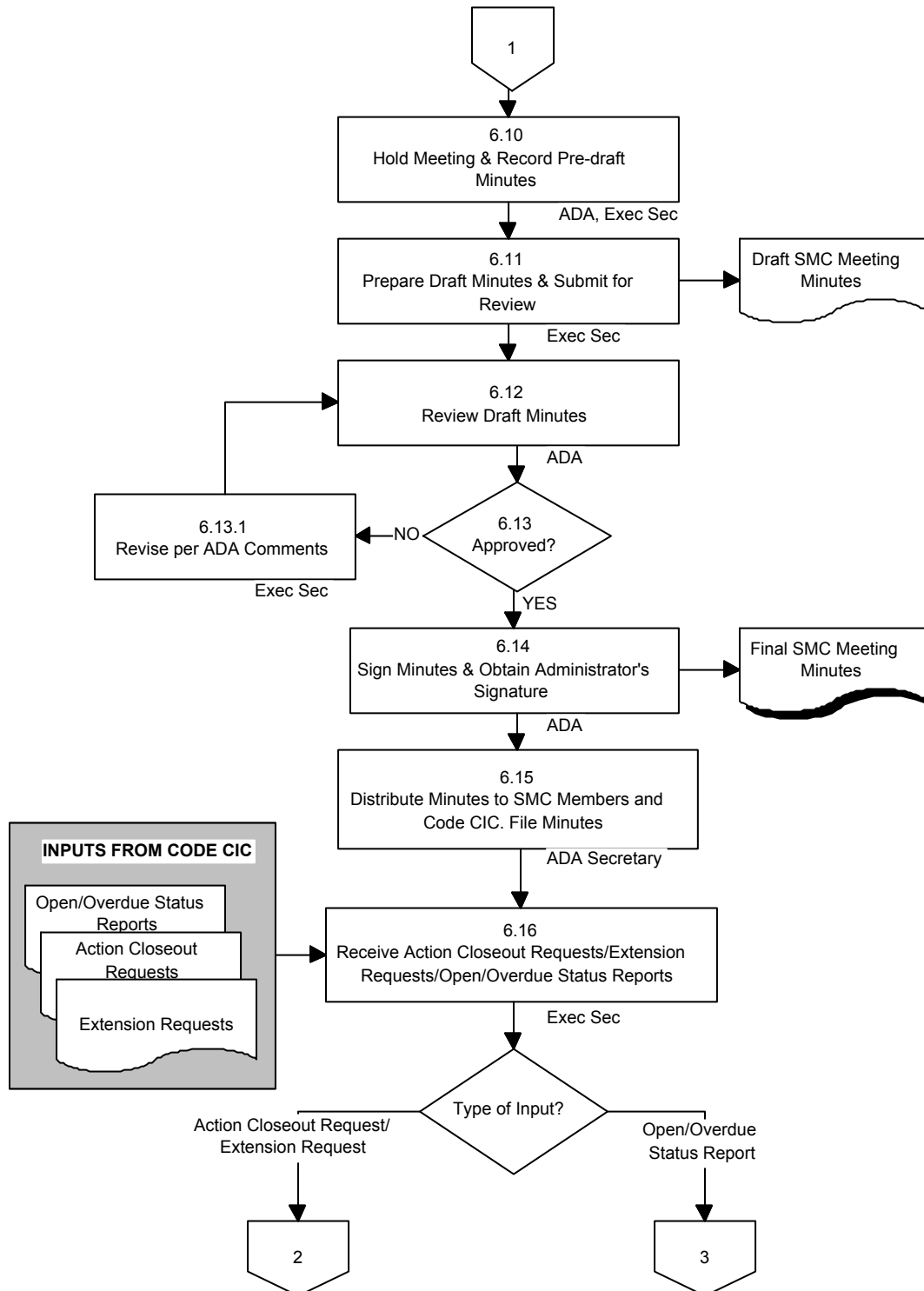
- 4.1 NPG 1000.2 NASA Strategic Management Handbook
- 4.2 NPG 1000.X The NASA Organization (currently undergoing formal review)

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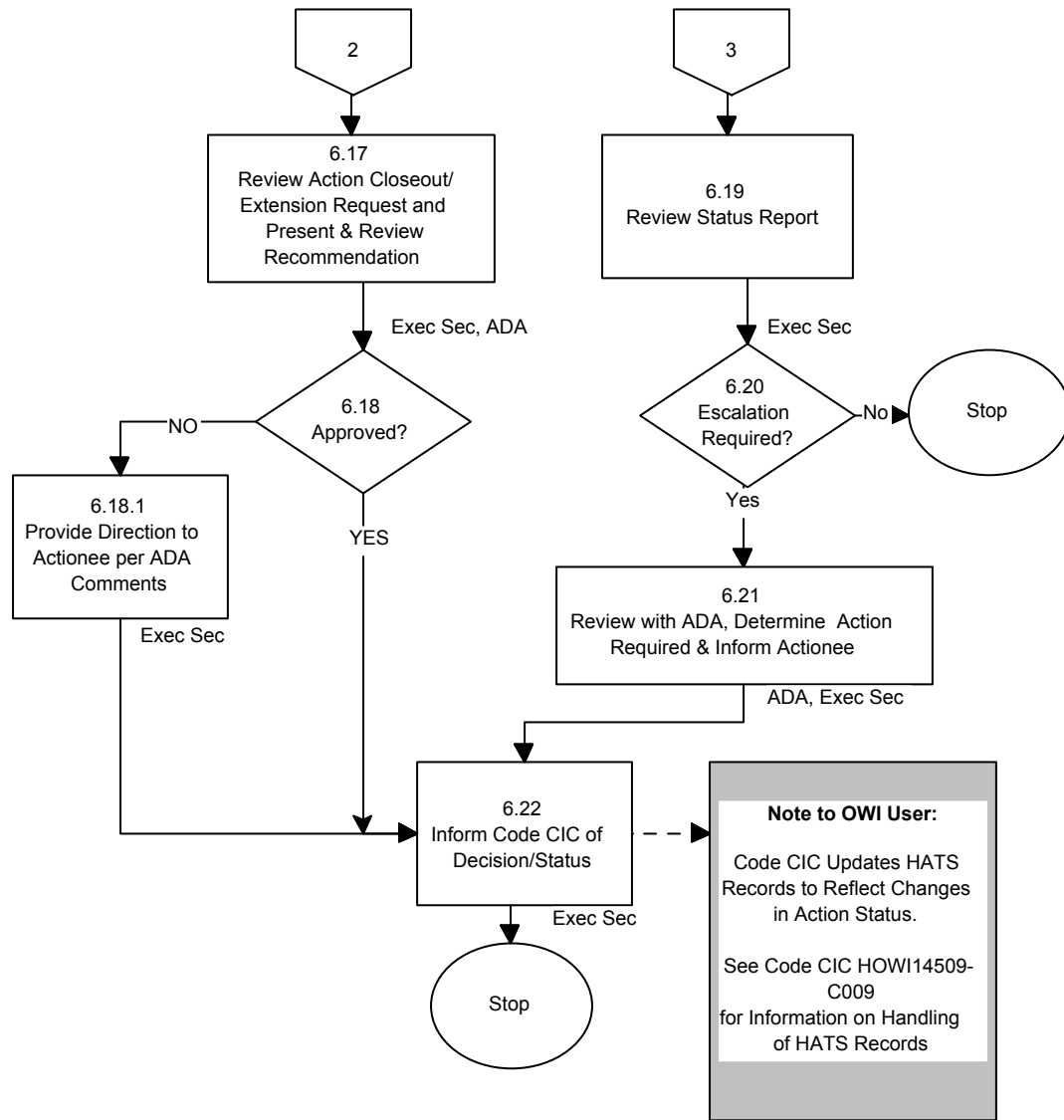
5.0 Flowchart



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Gray symbol identifies activity occurring outside the scope of this OWI. Symbol is included for clarity and process completeness.

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6.0 Procedure

Step	Actionee	Action
6.1		Requirement for scheduled SMC meeting or other requirement for meeting identified. The SMC Charter (see Reference Document 4.2) calls for six regularly scheduled SMC meetings annually. In addition, a SMC may be called in response to a member's request or as called for in minutes from a prior SMC meeting.
6.2	SMC Executive Secretary	Prepares draft meeting announcement, including agenda. Submits to ADA for review.
6.3	SMC Executive Secretary ADA	Reviews the meeting announcement with the ADA. Reviews the announcement and agenda for accuracy and completeness. Approves or provides comments.
6.4	ADA	If ADA approves and signs meeting announcement, go to Step 6.5. If not approved, go to Step 6.4.1.
6.4.1	SMC Executive Secretary	Revises draft meeting announcement in response to ADA comments. Submits revised announcement to ADA for review. Go to Step 6.3.
6.5	ADA Secretary	Distributes SMC Meeting Announcement to SMC members. Files copy of Meeting Announcement.
6.6	ADA Secretary	Makes logistical arrangements for meeting, including meeting room and required audio-visual support. Informs presenters of requirements for electronic presentations.
6.7	SMC Executive Secretary	If SMC meeting is to review the annual NASA budget, go to Step 6.7.1. If not, go to Step 6.8
6.7.1	SMC Executive Secretary, ADA Secretary	Support Code B, as requested by Code B. If no support is requested, stop work. NOTE: Code B supports budget-related meetings. This includes collecting meeting materials, briefing the ADA before the meeting, and preparation and retention of records.
6.8	ADA Secretary	Collects materials to be presented at meeting. Depending on the agenda, this may include briefings to be presented, reports, and actions status reports. Notifies the briefers that they are responsible for bringing hard-copy original and electronic presentation.
6.9	SMC Executive Secretary	Briefs ADA before the meeting on the agenda and other issues relating to the meeting. Prepare opening remarks, as requested by ADA.
6.10	ADA, SMC Executive Secretary	Holds meeting. SMC Executive Secretary records pre-draft meeting minutes and list of actions as the meeting progresses. Provides ADA with preliminary list of action items prior to conclusion of meeting.
6.11	SMC Executive Secretary	Prepares the formal draft minutes, normally within 10 days following the meeting. Provides draft minutes to ADA for review. Highlights action items in boldface.
6.12	ADA	Reviews draft minutes for accuracy and completeness.
6.13	ADA	If not approved, go to Step 6.13.1. If ADA signs off on minutes, proceed to Step 6.14.
6.13.1	SMC Executive	Revises draft minutes in response to ADA comments. Submits revised

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
	Secretary	announcement to ADA for review. Go to Step 6.12.
6.14	ADA Administrator	Presents minutes to Administrator for signature. Signs final SMC Meeting Minutes.
6.15	ADA Secretary	Distributes final SMC Meeting Minutes to SMC members and to Code CIC. Files official copy and provide copy to Executive Secretary for insertion in the SMC Minutes book. (Note: Code CIC processes actions in accordance with the Code CIC Standard Operating Procedure.)
6.16	SMC Executive Secretary	Receives action closeout requests, extension requests, or weekly Open/Overdue status reports from Code CIC. If action closeout request or extension request, go to Step 6.17. If weekly status report is received, go to Step 6.19.
Processing of Action Closeout Requests and Extensions Requests		
6.17	SMC Executive Secretary ADA	Reviews action closeout requests to determine if action has been completed in accordance with the SMC Minutes. Reviews extension requests to determine if extension should be approved. Executive Secretary may contact Actionee to clarify issues, depending on the nature of the action. Presents recommendation to ADA. Reviews Executive Secretary's recommendation. ADA may take closeout request to the Administrator for approval, at his discretion.
6.18	ADA	If request is approved. Go to Step 6.22. If request is not approved, provides reason for disapproval and expectations to Executive Secretary. Go to Step 6.18.1.
6.18.1	SMC Executive Secretary	Provides direction to Actionee per ADA comments, including reason for denial from ADA. At his/her discretion, Executive Secretary may ask Code CIC to relay ADA's direction to the Actionee. When completed, go to Step 6.22.
Processing of Weekly Open/Overdue Status Reports		
6.19	SMC Executive Secretary	Reviews weekly Open/Overdue status reports. Determines if action will be completed in accordance with SMC Minutes and due dates in HATS. Identifies SMC actions which require escalation to ADA.
6.20	SMC Executive Secretary	If no escalation is required, process stops. If escalation is required, proceed to Step 6.21.
6.21	ADA, SMC Executive Secretary	Meet to determine action required. ADA provides direction to Executive Secretary. Executive Secretary informs Actionee of ADA expectations.
6.22	SMC Executive Secretary	Informs Code CIC of ADA direction to Actionee so that Code CIC can update the relevant HATS record to reflect changes in action status.

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7.0 Quality Records

Record ID	Owner	Location	Record Media	NPG 1441.1 Schedule & Item Number	Retention/Disposition
SMC Meeting Announcement	ADA Secretary	Code AI	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner
Final SMC Meeting Minutes	ADA Secretary	Code AI	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner